

Subpart C—Form and Other Specifications of Tariff Publications

§ 221.20 Book or loose-leaf form.

Tariffs shall be prepared either in the form of book tariffs or in the form of loose-leaf tariffs. Supplements shall be prepared in book form in accordance with the specifications applicable to book tariffs.

§ 221.21 Specifications applicable to all tariff publications.

(a) *Paper and size.* Tariff publications shall be prepared on paper of good quality and strong texture 8½ by 11 inches.

(b) *Printing or other durable process; legible copies.* Tariff publications shall be plainly and legibly printed, planographed, mimeographed, stereotyped, or prepared by other similar durable process. Typewritten copies, carbon copies, proof sheets, or copies reproduced by hectograph (or similar process where the printed matter is subject to fading) shall not be used for filing or posting. Copies of tariff publications posted and filed shall be clear and legible in all respects.

(c) *Size of type.* The size of type shall not be less than 8-point bold or full face type except:

(1) As provided in § 221.31(a)(1), (C.A.B. number),

(2) Not less than 6-point bold or full face type may be used for explanations or reference marks (when such explanations appear on the page where the reference marks are used), for the cross reference required by § 221.35(a), the statement of filing with other countries required by § 221.24, and for column headings.

(d) *Margin.* A clear margin of not less than one inch without any printing shall be allowed on each page at the vertical binding edge of each tariff or supplement (including all revised or original pages of a loose-leaf tariff, notwithstanding that such pages shall contain no binding).

(e) *Alterations prohibited.* Alteration by writing, erasure, rubber stamps, or otherwise shall not be made in tariff publications.

(f) *Tables to be ruled or spaced.* When fares, rates, charges, and numbers or letters (used for rate bases or similar purposes) are shown in tables, such ta-

bles shall be systematically arranged, and ruled or spaced to prevent misapplication. When not more than three figures (digits) or letters, including reference marks, are employed to express each rate, fare, charge, rate base, etc., the column shall be not less than one-fourth of an inch in width with a proportionately greater width when more than three figures or letters, including reference marks, are so employed. Tables shall not contain more than six horizontal lines of printed matter without a horizontal break in the printed matter (either by a ruled line or by at least one blank space across the table) where it is necessary for the tariff user to refer to corresponding provisions on the same line in parallel columns.

(g) *Items and similar units to be in numerical order.* All items in a tariff publication shall be arranged in numerical or alphabetical order (with the lowest appearing first and the highest appearing last in the tariff). Each item shall bear a separate item designation and the same designation shall not be assigned to more than one item in the tariff. A gap between item designations may be allowed for the addition of future items, for example, the items in an original tariff may be numbered Items Nos. 5, 10, 15, etc. The requirements of this paragraph are also applicable to units similar to items (see § 221.38(b) for designating rules).

(h) *Item, rule, or similar unit continued to next page.* Where an item, rule, or similar unit is commenced on one page and is continued on the following page, the notation “(continued on next page)” shall be shown at the bottom of the portion of the item, rule, or unit on the page from which it is continued, and the following page to which it is continued shall show the designation of the item, rule, or similar unit followed by “(continued)”.

(i) *Tariff shall apply to persons or property (not both).* Rates and charges applicable to the transportation of property or provisions governing such rates or charges shall not be published in the same tariff with fares or charges applicable to the transportation of persons or provisions governing such fares or charges, except:

(1) [Reserved]

(2) A tariff applicable to passengers may include provisions applicable to passengers' baggage.

(3) A tariff applicable to property may include provisions applicable to persons accompanying shipments, provided that the carrier holds authority to transport such persons.

(j) *Carrier's name.* Wherever the name of a carrier appears in a tariff publication, such name shall be shown in full exactly as it appears in the carrier's certificate of public convenience and necessity, foreign air carrier permit, letter of registration, or whatever other form of operating authority of the Board to engage in air transportation is held by the carrier, or such other name which has specifically been authorized by order of the Board. Except as provided in §221.35(d), a carrier's name may be abbreviated, provided the abbreviation is explained in the tariff.

(k) *Agent's name and title.* Wherever the name of an agent appears in tariff publications, such name shall be shown in full exactly as it appears in the powers of attorney given to such agent by the participating carriers and the title "Agent" or "Alternate Agent" (as the case may be) shall be shown immediately in connection with the name.

(Secs. 102, 204, 403, and 416 of the Federal Aviation Act of 1958, as amended by Pub. L. 95-504, 72 Stat. 740, 743, 758, and 771, 92 Stat. 1731, 1732 (49 U.S.C. 1302, 1324, 1373, and 1386))

[ER-439, 30 FR 9439, July 29, 1965, as amended by ER-1125, 44 FR 33059, June 8, 1979]

§221.22 Specifications applicable only to loose-leaf tariff publications.

(a) *No binding.* Pages of a loose-leaf tariff shall not be bound, but may be secured by a single staple or similar removable device when submitted to the Board for filing.

(b) *Information required on all interior pages.* Each original page and revised page following the title page of a loose-leaf tariff shall contain the following information in the location specified:

(1) In the upper left corner, the name of the issuing carrier or the name and title of the issuing agent.

(2) In the upper left corner, immediately below the name of the issuing carrier or agent, the title of the tariff.

(3) In the upper right corner, the C.A.B. number of the tariff.

(4) Immediately below the C.A.B. number, the original page number or the revised page number, as the case may be, and, if a revised page, the cancellation of preceding issues of that page (see paragraph (c) of this section and §221.111).

(5) In the lower left corner, the issued date of the page.

(6) In the lower right corner, the effective date on which the fares, rates, charges, rules, and other provisions will become effective (see §221.160). When a page which is published back-to-back with another page on the same leaf is reissued without change in its provisions, the same general effective date shall be shown on both pages: *Provided, however,* That the general effective date on the page which reissues matter without change shall allow at least the statutory notice (see §221.60) and shall not be earlier than the general effective date of the prior issue of such page.

(7) Centered at the bottom of the page, the name, title and address of:

(i) The issuing officer (if tariff is issued by a carrier).

(ii) The issuing agent (if tariff is issued by an individual agent).

(iii) The official or employee of a corporate agent designated by such agent to issue and file tariff publications in the corporate agent's name (if tariff is issued by a corporate agent).

The information required by paragraph (b)(7) of this section may be omitted from interior loose-leaf pages provided that, whenever there is a change in such required information, a revision of the title page is issued and filed immediately to reflect the current name, title and address. When such information is omitted from interior pages, each letter of tariff transmittal tendering revised or original interior pages for filing shall bear the name, address and title of the issuing officer, individual agent, or corporate agent's designee shown on the latest issue of the title page at the time of filing; if a letter of tariff transmittal bears a different name, title or address from that on the latest issue of the title page, the pages submitted with such letter of